



# Tallahassee-Leon County Nonprofit Services Grant Program FAQs

## Overview

The Tallahassee-Leon County Nonprofit Services Grant Program dedicates \$3 million in American Rescue Plan Act (ARPA) funding to local nonprofit organizations to continue to meet the immediate demand for essential human service needs. Human services are those services or programs provided to meet basic health, welfare and other needs of a society or group.

Available funding will provide up to \$20,000.00 of one-time assistance to nonprofits that are providing or will provide human services/programming to Leon County residents impacted by COVID-19.

## Eligibility Criteria

Applicants must be a 501c3 or 501c19 organization registered with the U.S. Department of Treasury on or before December 31, 2020. Unlike previous Leon CARES Programs, this grant program is open to volunteer-led nonprofit organizations as well; paid staff is not a requirement to apply.

Nonprofit organizations receiving direct ARPA funding from the City of Tallahassee and/or Leon County are not eligible to apply for this Tallahassee-Leon County Nonprofit Services Grant.

**Please note:** Associations, political organizations, and for-profit organizations are ineligible for the program.

### **Can a church be eligible to apply?**

Yes, if your church has a separate 501c3 with a focus on human services, you are eligible to apply.

### **Can a school, PTO/PTA organization be eligible to apply?**

Yes, any school, PTO and/or PTA with a 501c3 designation is eligible to apply.

### **Can a completely volunteer-led organization (i.e. no paid staff) be eligible to apply?**

Yes, organizations that have no paid staff and are completely volunteer led are eligible to apply.

### **Can a nonprofit organization serving individuals currently residing in Leon County, but not originally from Leon County (i.e. college students), be eligible to apply?**

Yes, however, the college students must currently reside in Leon County. Additionally, the nonprofit organization must ensure that the universities and colleges in Leon County are not providing similar resources to students in response to COVID-19.

### **If a nonprofit organization received previous Leon CARES funding (LEAN, Human Services Community Grant and/or Nonprofit Assistance Grant), would they be eligible**

**to apply?**

Yes, organizations previously funded are eligible for this Tallahassee-Leon County Nonprofit Services Grant Program, however, they will not receive priority status. All eligible nonprofits that have not previously received Leon CARES funding will be prioritized for the first two weeks of the program application being opened.

**Can a nonprofit organization that is not a 501c3 or 501c19, however has a fiscal agent, be eligible to apply?**

No, only 501c3 and 501c19 organizations registered with the U.S. Department of Treasury are eligible to apply.

**Can a nonprofit organization apply multiple times for each program within the scope or mission of their 501c3 or 501c19?**

No, only one application per eligible organization and per program is permitted.

**Can a nonprofit organization receiving ARPA funding through the State be eligible to apply?**

Yes, however this funding request may not be a duplication of any State ARPA funding for the same activities.

**If a nonprofit organization has not traditionally operated as a human service organization, however due to COVID-19 identified a gap in services and has the capacity to meet the need, are they eligible?**

Yes, your organization would be eligible to apply if all other criteria outlined above are met. In the application, your organization would need to specifically outline the gap in service/need being addressed related to COVID-19 and show collaboration where possible to avoid duplication of services.

**Can a nonprofit organization based outside of Leon County, but providing services to Leon County residents, be eligible to apply?**

No, your organization must be headquartered in Leon County as indicated on your Florida Division of Corporations (Sunbiz) Annual Report.

## Application Process

The application process will require each nonprofit organization to provide the following:

- Brief explanation on intended use of funds for a COVID-19 specific program, service and/or project.
  - o Use of funds cannot be used for travel expenses or to purchase firearms, alcohol, tobacco and/or illegal drugs.
  - o Requested funding can be used to cover expenses incurred between March 3, 2021 through September 30, 2024.
- Brief explanation of organization's capacity to implement/enhance delivery of proposed program/service/project with approval of funding.

- Must upload the following documents:
  - W9 Form – applicants **must use** the County-specific W9 form embedded in the application.
    - Additionally, it is requested that you elect to receive payments from the Board of County Commissioners Leon County through Automated Clearing House (ACH) direct deposit. Please provide a copy of a voided check or letter from financial institution with the banking information (this is necessary even if your organization was previously awarded CARES funding).
      - Without one of the two items, ACH information WILL NOT be entered, and you will need to resend the requested documents.
  - IRS 501c3 or 501c19 Determination Letter
  - Florida Division of Corporations (Sunbiz.org) current Annual Report
- Budget breakdown of request (up to \$20,000.00). **In the application, any requests exceeding \$20,000.00 will automatically be DENIED funding.**
  - Eligible funding categories include: Personnel, Rent/Mortgage, Utilities, Supplies/Equipment, Capital\*, and Other\*\*.
    - *\*Capital* in this application is specific to acquiring or maintaining fixed assets, such as land, buildings, technology, etc.
    - *\*\*Other* will require an explanation in the text box following the budget section.

### Application Open/Close Period

The application window will open on Monday, July 26, 2021 at 8:30 a.m. The application portal will be available by visiting either [LeonCountyCARES.com](http://LeonCountyCARES.com) or [Talgov.com](http://Talgov.com).

For the first two weeks of the application opening, prioritization will be given to nonprofit organizations that have not previously received local CARES funding. All organizations are encouraged to apply upon the application being opened, regardless of priority status.

The application window will remain open until the \$3 million has been awarded.

### Required Documents

All eligible nonprofit organizations will be required to submit proof of their 501c3 or 501c19 status from the U.S. Department of Treasury, proof of registration as an active nonprofit corporation with the State of Florida (annual report), and a current W9 form.

### Attestation

All eligible nonprofits must attest to the following:

- Certification that the organization provides, or will provide, direct human services in Tallahassee-Leon County related to COVID-19.

- Certification that the information listed in the organization's application is complete and accurate to the best of their knowledge.
- Certification that the organization is not engaged in or utilizing funds for any activities/expenses prohibited by local, state, and federal law.
- Certification that the organization agrees to complete any additional reporting documentation upon receipt of funding, if requested.

## Review & Approval Process

Upon submission of an application, you will receive email notification confirmation. From there, the City's and County's processing teams will review your application for completion and follow-up to receive any additional information that may be needed. Once your completed application has been reviewed for eligibility, you will be notified via email if you have been approved or denied.

Please remember, all applications will be reviewed and awarded on a first completed, first awarded basis once the two-week prioritization period concludes and/or once funds have been exhausted.

If your organization is awarded funding, there may be additional reporting documentation required upon request.

## Technical Assistance and Support

If your organization has questions or needs technical assistance, please contact any of our following local community partners:

- **The Council on Culture & Arts (COCA)** – (850) 224-2500 or [info@tallahasseearts.org](mailto:info@tallahasseearts.org) for all arts, culture, history, and heritage nonprofit organizations.
- **The Institute for Nonprofit Innovation & Excellence (INIE)** – (850) 201-9766 or [grants@myinie.org](mailto:grants@myinie.org) for any nonprofit organization without sub-sector designation and all INIE nonprofit members.
- **United Partners for Human Services (UPHS)** - (850) 296-8330 or [info@uphsfl.org](mailto:info@uphsfl.org) for all human service nonprofit organizations and UPHS member organizations.
- **United Way of the Big Bend (UWBB)** – (850) 487-8091 or [communityimpact@uwbb.org](mailto:communityimpact@uwbb.org) for any of their funded partners and/or other nonprofit organizations providing services in their five impact areas of housing, safety net, early learning, health and mental health, and skills development.